



County of Los Angeles
CHIEF ADMINISTRATIVE OFFICE

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(213) 974-1101
<http://cao.lacounty.gov>

DAVID E. JANSSEN
Chief Administrative Officer

October 18, 2006

To: Mayor Michael D. Antonovich
Supervisor Gloria Molina
Supervisor Yvonne B. Burke
Supervisor Zev Yaroslavsky
Supervisor Don Knabe

From: David E. Janssen
Chief Administrative Officer

Board of Supervisors
GLORIA MOLINA
First District

YVONNE B. BURKE
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

**RECORDS AND ARCHIVES MANAGEMENT PROGRAM – QUARTERLY STATUS
REPORT (JULY – SEPTEMBER 2006)**

On February 18, 2003, your Board instructed my office to report back with an overall plan for maintaining and preserving County records and archives, including cost estimates. Since our July 18, 2006 quarterly status report, we have accomplished the following:

- Developed policies on handling and destruction of confidential information which were approved by your Board October 3, 2006;
- Received from ICTUS consulting firm a proposed County General Retention Schedule which is being finalized and will be brought to your Board for approval. In addition, we also received a report reviewing our overall approach in developing a Records Management Program. The items are under review and recommendations will be brought forward as appropriate; and
- We are developing a "train-the-trainer" approach to help expedite preparation and completion of departmental Inventory and Retention Schedules (I-R Schedules). We met with Alternate Public Defender and the Departments of Health Services, Public Health, and Public Social Services, individually to assist them with their I-R Schedules and continued to review and comment on draft I-R Schedules submitted by other departments.

A summary status report on County departmental progress in completing the I-R Schedules is attached.

Each Supervisor
October 18, 2006
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The next quarterly report will be provided to your Board on or before January 18, 2007. If you have any questions regarding this status report, please feel free to contact me, or your staff may contact the County Records and Archives Coordinator, Ms. Loreto Maldonado, at (213) 974-1319.

DEJ:MKZ
DS:MLM:ib

Attachment

c: All Department Heads
Chair, Historical Landmarks and Records Commission

**Departmental Status Reports on Records and Archives Inventories
and Retention Schedules**

MILESTONE	DESCRIPTION	DEPARTMENT
Completed	Reflects departments which have completed their Inventory and Retention Schedules (I-R Schedules), and submitted the final signed versions to the CAO.	<ul style="list-style-type: none"> • Arts Commission • Museum of Art
CAO Final Review	Reflects departments which have submitted I-R Schedules for final review and approval.	<ul style="list-style-type: none"> • None pending
County Counsel Review	Reflects departments which have submitted their I-R Schedules for approval of code requirements.	<ul style="list-style-type: none"> • Alternate Public Defender • Community Development Commission
CAO Draft Review	Reflects departments which have completed their I-R Schedules and have submitted the complete draft for clearance.	<ul style="list-style-type: none"> • Assessor • Auditor-Controller • Chief Information Office • Child Support Services • Fire • Human Resources - Office of Public Safety • Internal Services • Museum of Natural History • Parks and Recreation • Public Library • Public Works • Sheriff • Treasurer and Tax Collector
Schedules Underway	Reflects departments which are at various stages of preparing their draft I-R Schedules.	<ul style="list-style-type: none"> • Affirmative Action Compliance • Agricultural Commissioner/Weights and Measures • Animal Care and Control • Beaches and Harbors • Chief Administrative Office • Children and Family Services • Community and Senior Services • Consumer Affairs • Coroner • County Counsel • District Attorney • Executive Office, Board of Supervisors • Health Services • Human Relations Commission • Human Resources • Mental Health • Military and Veterans Affairs • Ombudsman • Probation • Public Defender • Public Health • Public Social Services • Regional Planning • Registrar-Recorder/County Clerk